

## Livonia Housing Commission SMOKING POLICY

MCNAMARA TOWERS #1 AND #2  
SILVER VILLAGE  
NEWBURGH VILLAGE  
SCATTERED SITE HOMES

In an ongoing effort to provide a safe and healthy environment for all current and future residents of the Housing Commission's apartment communities; a smoke free policy has been developed and implemented to insure the quality of air for all persons living, working or visiting the apartment communities. Effective January 1, 2007, all Housing Commission apartment communities are designated as Smoke Free.

Smoking area(s) may be designated at each apartment community; such area(s) will be a minimum of 50 feet from any building entry door, window or ventilating system opening and will be clearly marked. All residents, guests, visitors, staff and other persons shall adhere to this policy.

Effective: January 1, 2007 LHC #42-06  
Amended: May 19, 2011 LHC #14-11

## POLICY PROVISIONS:

1. Smoking is prohibited in all areas including common areas, laundry rooms, community rooms, elevators, and apartments. The prohibition applies to all Housing Commission residents, guests, visitors, staff, contractors, vendors and other persons visiting the communities. **Effective September 1, 2011 there will be no exemption, waivers or grandfathering of the smoking policy. Effective September 1, 2011 all residents are to adhere to the smoking prohibition at all LHC properties.**
2. If a resident smells smoke or witnesses smoking in any area of the community not designated as smoking they are to report it to the administrative office immediately. Should a complaint be filed, management will issue a letter to the "smoker" stating the complaint and a copy will be placed in the resident's file. The resident has a right to meet with the Management staff to discuss the matter and circumstances surrounding the event.
3. If a second complaint letter is filed the management will once again notify the "smoker" of the issue. If the issue is not resolved to the satisfaction of the residents involved and Livonia Housing Commission within 14 days from this notice, the "smoker" will be sent a notice by first class mail and posting at apartment requiring their attendance at a conference with management to discuss possible eviction.
4. All current and future residents will be given a copy of the Smoking Policy, after reviewing the policy resident (s) will sign acknowledgement of receipt which will be placed in residents file.

5. Residents are responsible for informing all persons who visit them of the Smoke Free Policy.

6. Residents who violate the Smoke Free Policy or permit other persons who visit them to violate the policy will be charged with a lease violation.

7. Designated smoking area(s) for residents who have signed an exemption form are in the following locations only:

East side of McNamara Towers # 1 as posted with signage and cigarette receptacle for "butts"

North/East side of McNamara Towers # 2 as posted with signage and cigarette receptacle for "butts"

Silver Village, Newburgh Village and Scattered site homes shall provide their own cigarette receptacle and be responsible for proper disposal of cigarette materials.

8. Persons smoking in designated area(s) will be responsible for fire safety issues, and putting "butts" in proper containers as provided by the Housing Commission at the McNamara Towers.

9. The Livonia Housing Commission will post appropriate signage where necessary to advise residents and visitors of this policy

10. Prohibited smoking includes cigarettes, cigars, pipes, clove and other tobacco related products. Electronic cigarettes are prohibited as well as medical marijuana which is a violation of federal (HUD) statutes.

12. The Livonia Housing Commission shall notify waiting list applicants of the smoking prohibition during the waiting list update process and shall notify applicants at the time an apartment offer is extended. The LHC promotion materials shall also reflect a smoke free environment.

## Livonia Housing Commission /Resident Certification:

I have read and understand the above Smoking Policy implemented by the Livonia Housing Commission and agree to comply fully with the provisions of such policy. I also understand that failure to comply with these provisions may be cause for termination of my Lease Agreement:

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Resident Name

Signature

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Resident Name

Signature

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Resident Address

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Date

